



How it **WORKS**



Proctor



www.ProctorU.com
855 - 772 - 8678
contact@proctoru.com

FACULTY EXPERIENCE

An exam must be added to the ProctorU system in order for an instructor's test-takers to schedule an exam via ProctorU.

An administrator or instructor may create an exam using their ProctorU account. Faculty in need of an account may contact an assessment services representative to set up an account.

Administrators can create an exam using the following process after logging into their administrative account:

On the home page in the top right, there is a blue **Add New** button (Figure 23a). Clicking on the button will open a drop down menu.

Selecting **Exam** will open a new screen where instructors may detail the exam appointment. (Figure 23b)

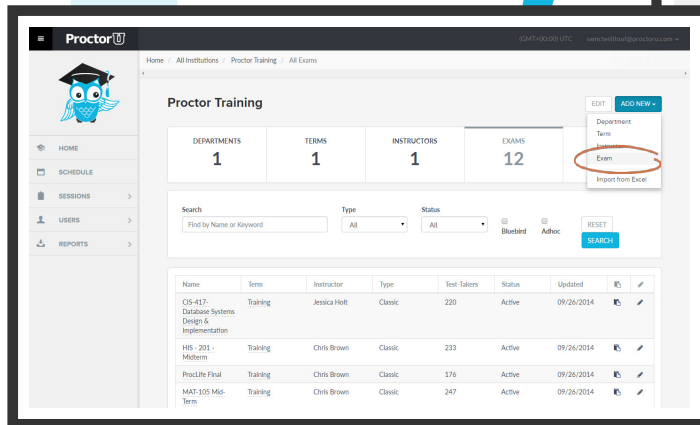


Figure 23a

New Exam

Exam Settings

Exam title:

Course number:

Department:

Exam Configuration

☐ Bluebird ☐ Adhoc

Term:

Instructor:

Duration (minutes):

Exam url:

Exam password:

Permitted resources

No resources allowed ☐ No resources allowed

Books

☐ Textbook ☐ Ebook (Computer) ☐ Ebook (Website)

Calculators

☐ Handheld Calculator ☐ Scientific Calculator ☐ Graphing Calculator ☐ Computer's Calculator ☐ Online Calculator

Notes

☐ Handwritten ☐ Note cards ☐ Printed ☐ Formula sheet ☐ Notes (PDF) ☐ Notes (Word) ☐ Notes (Powerpoint) ☐ Notes (Excel)

Web

☐ Course website ☐ Pre-approved website ☐ All websites

Scratch Paper

☐ 1 Sheet ☐ 2 Sheets ☐ Multiple sheets ☐ Whiteboard

Software

☐ Excel ☐ Word ☐ Powerpoint ☐ Notepad ☐ Paint ☐ SPSS

Permitted browsers

☒ Chrome ☒ Safari ☒ Internet Explorer ☒ Firefox

Other resources

Textbook: Title by Author: Scratch paper sheets: 5

Expected No. of Test Takers

Additional Exam Notes & Accommodations

Notify on Schedule Emails

user1@example.com, user2@example.com

Exam Windows

Start: 2015 February 18 09:00

End: 2015 February 25 09:00

Name:

Figure 23b

Instructors can specify the following details:

- Exam title
- Course number
- Department
- Bluebird/adhoc
- Term
- Instructor
- Duration
- Exam URL (location)
- Exam password
- Permitted resources
- Permitted browsers
- Additional exam notes & accommodations
- Expected no. of test-takers
- Notify on schedule emails

Instructors may use the provided check boxes to specify allowed resources and browsers, and a dialogue box is provided for any available resources not listed.

Exam availability can also be added on this page. Clicking **Add Window** opens a prompt where instructors can specify start and end dates, as well as name the exam time frame. Multiple exam windows may be added for a recurring exam (**Figure 24**).

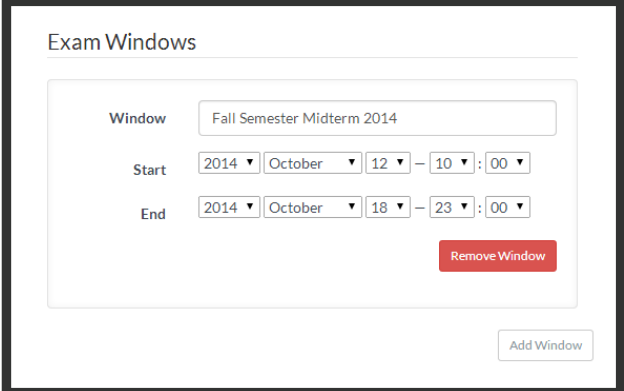
The screenshot shows a web interface titled "Exam Windows". It contains a form with a "Window" label and a text input field containing "Fall Semester Midterm 2014". Below this are "Start" and "End" labels, each followed by a date and time selector. The "Start" selector shows "2014", "October", "12", and "10:00". The "End" selector shows "2014", "October", "18", and "23:00". To the right of the "End" selector is a red button labeled "Remove Window". At the bottom right of the form is a button labeled "Add Window".

Figure 24

Alternate exam setup method: Email an Assessment Directive Form (ADF)

The ADF Excel template may be requested and emailed to an assessment services representative as an alternate method of setting up an exam within the ProctorU System. Administrators or instructors may contact an assessment services representative at passwords@proctoru.com to use this method.

After completing the exam setup, administrators will receive an e-mail confirming receipt of the information. Exam details and accuracy can be easily reviewed within the ProctorU administrative account.

Test-takers may then begin scheduling appointments. Institutional administration is given an account that provides access to records of exams proctored for their examinees. Individual and aggregate records are available and accessed through the ProctorU administrative account online.



Activity Reporting

Reservation Data

On the left under the **Reports/Activity Report** heading, **Session Activity** can be viewed. Administrators can also filter reservations by start and end dates (**Figure 25**).

This page displays the test-taker's exam, department, instructor, name, start time, exam duration. A more detailed description of individual appointments is displayed by clicking the **clipboard edit icon** to the right of each appointment.

Session Activity - 72

Exam	Department	Instructor	Test-Taker	Scheduled Start	Actual Start	Duration	
BIO 2263 Exam 4	New Hire Training	Chris Brown	CHANDLER TRAINING	Mon 01/05/15 3:30 PM CST	Mon 01/05/15 3:40 PM CST	75	
BIO 2263 Exam 4	New Hire Training	Chris Brown	HOOVER THE THIRD	Sat 01/17/15 10:55 AM CST	Sat 01/17/15 10:58 AM CST	75	
HIS - 201 - Midterm	New Hire Training	Chris Brown	Riverside Training	Sat 01/17/15 10:55 AM CST	Sat 01/17/15 10:58 AM CST	45	
CS-417 - Database Systems Design & Implementation	New Hire Training	Jessica Holt	HOOVER THE THIRD	Sat 01/17/15 11:15 AM CST	Sat 01/17/15 11:18 AM CST	150	
BIO 2263 Exam 4	New Hire Training	Chris Brown	HOOVER THE THIRD	Tue 01/20/15 2:05 PM CST	Tue 01/20/15 2:09 PM CST	75	
BIO 2263 Exam 4	New Hire Training	Chris Brown	CHANDLER TRAINING	Wed 01/21/15 1:10 PM CST	Wed 01/21/15 1:22 PM CST	75	

Figure 25

Cancellations

A report of cancellation activity is also available under the **Reports** menu (**Figure 26**). This report displays exam name, test-taker name, scheduled start and end dates, reason for cancellation, proctor explanation for cancellation, who cancelled the appointment, the date cancelled and any credit given. Reports can be filtered by test-taker name, start and end dates, or by reason.

Cancellations - 113


Exam	Test-Taker	Scheduled Start	Scheduled End	Reason	Explanation	Cancelled By	Created	Credit
HIS - 201 - Midterm	Folsom Training			Training		Nick Martucci	Sat 01/15/15 12:55 PM CST	Account
HIS - 201 - Midterm	Folsom Training			Training		Nick Martucci	Sat 01/15/15 12:55 PM CST	Account
BIO 2263 Exam 4	Folsom Training			Training		Nick Martucci	Sat 01/15/15 12:55 PM CST	Account
CS-417 - Database Systems Design & Implementation	Folsom Training	Fri 01/30/15 1:00 PM CST	Fri 01/30/15 3:50 PM CST	Training		Nick Martucci	Sat 01/30/15 12:55 PM CST	None
MAT-105 Mid-Term	Folsom Training			Training		Nick Martucci	Sat 01/15/15 12:54 PM CST	Account

Figure 26

Suspicious activity is reported to the institution in the form of an **Incident Report**, which documents a potential breach of academic integrity. A sample incident report can be seen in **Figure 27** on the next page.

Figure 27

Incident Report

ProctorU

Proctor University
Jane McTestitout

Date:

Time:

Test-Taker:

Institution:

Exam Name:

Instructor:

Incident #:

Proctor:

MM - DD - Year

12:00 PM Pacific Standard Time

Jane McTestitout

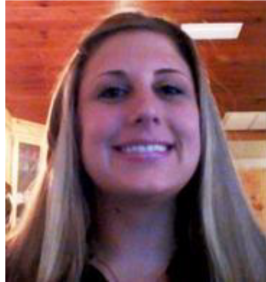
Proctor University

Underwater Basket Weaving - Final

Woodward J. Procki

mmddyy-pr

ProctorU



Incident Summary: During the course of this exam, the proctor observed the test-taker utilizing Google to search for exam-related content. The test-taker searched for "What is the answer to life, the universe and everything?" The answer, of course, is "42."

Screenshots:


Screenshots

Chatlog:

Chatlog

Recap:

Recap


Carson Richards
Quality Control Coordinator

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